

Commercial Code Enforcement Inspector, Step 1

New Hires are placed at step one until they meet the minimum requirements and qualifications to move to step two. Commercial Code Enforcement Inspectors must obtain the following inspection credential as issued by the International Code Council (ICC) within the one year probationary period:

1. ICC – Property Maintenance and Housing Inspector

An inspector holding this credential upon entering the Commercial Code Enforcement Inspection Division, with supervisor and DNS administrative approval, may be eligible for appointment to a higher career ladder step (based on certifications held at the time of appointment) with the one year probationary period waived for the sole purposes of this career ladder. Separate probationary period requirements mandated by the Department of Employee Relations still apply.

Secondly, a Commercial Code Enforcement Inspector must demonstrate a thorough knowledge pertaining to the fundamentals of performing basic code enforcement inspections as they relate to good communication, code knowledge, problem solving and code interpretation and its enforcement. Listed below is a representation of the core competencies that an inspector must have a thorough knowledge of:

General Competencies

- Customer Communication Skills
- Management and Control of Assigned Commercial District.
- Ability to investigate complaints and provide timely response in LMS.
- Ability to coordinate with other DNS and City Entities.
- Thorough knowledge of the Milwaukee Code of Ordinances.
- Familiarity of DNS processes and skill set with regards to computer programs.
- Provide statistical tracking of complaint and open orders within assigned district.
- Ability to conduct commercial fire inspections and approve fire prevention permits
- Develop a cooperative relationships with community organizations, non-profit agencies, church organizations and other neighborhood organizations within assigned district.
- Exhibit the ability to effectively research ownerships, history of property usage, and occupancies.

*Additionally, an inspector must meet or exceed the thresholds for advancement established in the **QUANTITATIVE CORE COMPETENCIES**. This separate quantitative core competencies packet for this position is subject to review by the department manager for applicability with regards to the time frame analyzed while taking into consideration applicable training, specialty projects, inspector workload, district composition, and other factors that may have in impact on performance.*

Additional Steps.

After attainment of job required certifications as listed in the job description (IFC Property Maintenance and Housing Inspector certification) along with supervisor and DER approval the inspector may begin advancing in the career ladder. The below listed steps may be achieved in any order.

In order to advance to pay step 2 using Step options 2-6, the inspector must have achieved the Step 1 requirements and be able to provide evidence of completion for one of the below listed Qualitative Steps.

In order to advance to pay step 3 using Step options 2-6, the inspector must have achieved the Step 1 requirements and be able to provide evidence of completion for two of the below listed Qualitative Steps.

In order to advance to pay step 4 using Step options 2-6, the inspector must have achieved the Step 1 requirements and be able to provide evidence of completion for three of the below listed Qualitative Steps.

In order to advance to pay step 5 using Step options 2-6, the inspector must have achieved the Step 1 requirements and be able to provide evidence of completion for four of the below listed Qualitative Steps.

In order to advance to pay step 6 using Step options 2-6, the inspector must have achieved the Step 1 requirements and be able to provide evidence of completion for five of the below listed Qualitative Steps.

In each case above, for advancement to a higher pay step, the inspector shall obtain the required Qualitative and Quantitative measures associated with the step they are requesting. The quantitative core competencies must be achieved in the sequential order as outlined in the Quantitative Core Competencies document. In addition, inspector's performance, customer service, job skill and knowledge is subject to review by the supervisor for applicability for the step being requested and the time frame to be analyzed taking into consideration training, specialty projects, inspector workload, district composition, and other factors that may have an impact on performance.

Commercial Code Enforcement Inspector, Step Option 2

To advance using step option two, an inspector shall possess the job required certifications as outlined in the job description (ICC Property Maintenance and Housing Inspector Certification) and one of the following inspection credential administered International Code Council (ICC) or the State of Wisconsin:

1. ICC Fire Inspector I

Note: The Department recognizes the NFPA Fire Inspector I or Wisconsin Technical College System Board Fire Service Certification (Semester 1) as an equivalent to International Code Council Fire Inspector I.

An inspector using step option two must demonstrate a thorough knowledge of the fundamentals of performing commercial fire inspections and enforcement of Milwaukee City Ordinance (MCO) 214 while maintaining the qualitative core competencies of the step being requested.

Listed below is a representation of the core competencies that an inspector must have a thorough knowledge of to advance using this step option:

- *Thorough knowledge of the Milwaukee Code of Ordinances.*
- *Exhibit proficiency in MCO 214 as it pertains fire inspections.*

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- Assist in the fire inspection cross training of other less experienced inspectors.
- Represent DNS in a public forums, i.e. town hall meetings, aldermanic walks, etc.
- Ability to assess commercial facilities to determine the required fire prevention permits.
- Inspect covered openings, signs, billboards and other periodics as part of a comprehensive fire inspection.

An inspector using step option two must demonstrate a thorough knowledge pertaining to the fundamentals of performing commercial fire inspections. This certification requirement is intended to represent a mastery in a particular subject that will continue to be built upon in the other career ladder steps. Additionally, an inspector advancing using this step option must also meet or exceed the thresholds for advancement established in the **QUANTITATIVE CORE COMPETENCIES**. This separate quantitative core competencies packet for this position is subject to review by the department manager for applicability with regards to the time frame analyzed while taking into consideration applicable training, specialty projects, inspector workload, district composition, and other factors that may have in impact on performance.

Commercial Code Enforcement Inspector, Step Option 3

To advance using step option three, an inspector must obtain the following inspection credentials issued International Code Council (ICC) or the State of Wisconsin:

1. Wisconsin Commercial Building Code certification

Second, an inspector using step option three must demonstrate a thorough knowledge pertaining to the fundamentals of performing code enforcement inspections in all types of buildings while maintaining qualitative core competencies of the step being requested.

Listed below is a representation of the core competencies that an inspector must have a thorough knowledge of to advance using this step option:

- Conduct thorough code enforcement inspections of commercial buildings and mixed use buildings, cite violations and issue appropriate orders.
- Represent DNS in a public forums, i.e. town hall meetings, aldermanic walks, etc.
- Assist in the code enforcement cross training of other less experienced inspectors

Additionally, an inspector advancing from using this step option must also meet or exceed the thresholds for advancement established in the **QUANTITATIVE CORE COMPETENCIES**. This separate quantitative core competencies packet for this position is subject to review by the department manager for applicability with regards to the time frame analyzed while taking into consideration applicable training, specialty projects, inspector workload, district composition, and other factors that may have in impact on performance.

Commercial Code Enforcement Inspector, Step Option 4

To advance using step option four, an inspector must obtain the following inspection credential issued by the International Code Council (ICC):

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1. ICC Fire Inspector II

Note: The Department recognizes the NFPA Fire Inspector I or Wisconsin Technical College System Board Fire Service Certification (Semester 1 and 2) as an equivalent to International Code Council Fire Inspector I.

An inspector using step option four must demonstrate a thorough knowledge of performing complex fire inspections, including high hazard facilities. Listed below is a representation of the core competencies that an inspector must have a thorough knowledge of to advance using this step option:

- Demonstrate the ability to conduct fire inspections of high hazard facilities.
- Ability to assess high hazard commercial facilities to determine the required fire prevention permits
- Represent DNS in a public forums, i.e. town hall meetings, aldermanic walks, etc.
- Assist in the code enforcement cross training of other less experienced inspectors.
- Ability to evaluate a commercial facility to make recommendations for life safety needs for temporary events and/or temporary occupancies.

Additionally, an inspector advancing using this step option must also meet or exceed the thresholds for advancement established in the **QUANTITATIVE CORE COMPETENCIES**. This separate quantitative core competencies packet for this position is subject to review by the department manager for applicability with regards to the time frame analyzed while taking into consideration applicable training, specialty projects, inspector workload, district composition, and other factors that may have an impact on performance.

Commercial Code Enforcement Inspector, Step Option 5

To advance using step option five, an inspector must obtain the following inspection credentials administered by the International Code Council (ICC):

1. **ICC Fire Plans Examiner (AKA Fire III)**
OR
2. **ICC Pre-Engineered Kitchen Fire Extinguishing System Technician**
Or
3. **City of Milwaukee Zoning Examination**

An inspector using step option five must demonstrate a thorough knowledge of performing complex special enforcement inspections, as they relate to UDC Electrical or Plumbing codes. Listed below is a representation of the core competencies that an inspector must have a thorough knowledge of to advance using this step option:

- Complete a one week cross training (ride along) with electrical or plumbing inspectors.
- Demonstrate the ability to conduct UDC electrical or plumbing inspections.
- Provide evidence of successful case management of monthly reinspection files.
- Represent DNS in a public forums, i.e. town hall meetings, aldermanic walks, etc.
- Assist in the code enforcement cross training of other less experienced inspectors.

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*Additionally, an inspector advancing using this step option must also meet or exceed the thresholds for advancement established in the **QUANTITATIVE CORE COMPETENCIES**. This separate quantitative core competencies packet for this position is subject to review by the department manager for applicability with regards to the time frame analyzed while taking into consideration applicable training, specialty projects, inspector workload, district composition, and other factors that may have an impact on performance.*

Commercial Code Enforcement Inspector, Step Option 6

To advance using step option six, an inspector must successfully complete one the following inspection credentials issued by the State of Wisconsin, International Code Council (ICC), or through other means described below:

1. **International Code Council Certification**
ICC – Certified Building Official (CBO)
 - a. **Management Module**
 - b. **Legal Module**
 - c. **Building Codes and Standards Module**

OR
2. **Have obtained an associate's degree in engineering, architecture, construction management, construction technology or a field closely related to construction.**

OR
3. **Have successfully completed 60 college credits of which a minimum of 39 credits are job-related or engineering-related, architectural design-related or construction management related.**

OR
4. **Successfully obtain any two of the following three options: ICC Fire Plans Examiner (AKA Fire III), ICC Pre-Engineered Kitchen Fire Extinguishing System Technician, or City of Milwaukee Zoning Examination**

OR
5. **Have obtained a Bachelor's degree in engineering, architecture, architectural engineering, construction management, construction technology, mechanical engineering, or a field closely related to construction.**

OR
6. **Have obtained licensure through the State of Wisconsin as a Registered Architect or Professional Engineer.**

An inspector using step option six must demonstrate a thorough knowledge of performing complex commercial building inspections, as they relate to building code, MCO, Fire code, UDC Electrical and Plumbing codes. Listed below is a representation of the core competencies that an inspector must have a thorough knowledge of to advance using this step option:

- Demonstrate the ability to conduct UDC electrical and plumbing inspections.
- Provide evidence of successful case management of district workload.
- Conduct thorough code enforcement inspections of commercial buildings and mixed use buildings, cite violations and issue appropriate orders.
- Represent DNS in a public forums, i.e. town hall meetings, aldermanic walks, etc.
- Assist in the code enforcement cross training of other less experienced inspectors.
- Ability to evaluate a commercial facility to make recommendations for life safety needs for temporary events and/or temporary occupancies.

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*Additionally, an inspector advancing from using this step option must also meet or exceed the thresholds for advancement established in the **QUANTITATIVE CORE COMPETENCIES**. This separate quantitative core competencies packet for this position is subject to review by the department manager for applicability with regards to the time frame analyzed while taking into consideration applicable training, specialty projects, inspector workload, district composition, and other factors that may have in impact on performance.*